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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 19 August 1958

FROM : Chief, Clerical Training

SUBJECT: Weekly Report No. 32, 12 - 18 August 1958.

1. Basic Typing Course for JOT'S - Eight JOT'S completed a four-week course in basic typewriting in Clerical Refresher Training. At the termination of this skill learning the speeds ranged from 30 to 39 words a minute for 3 minutes. [ ] the only one who had had previous training, typed 66 words a minute. All felt the course was satisfying and would be highly beneficial in their job performance.

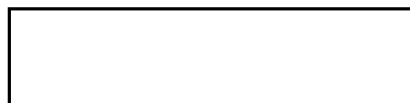
2. OTR Guest Speaker - During the week of 11 August [ ] was invited to speak to the Clerical Orientation class on Office Protocol. Her excellent presentation was well received by the class, and her willingness to participate was greatly appreciated by the staff.

3. Numbers in Clerical Induction Training. During the week of 12 August 1958 there were 145 people in Clerical Induction Training. Of those, 45 entered for the first time.

4. Numbers in Clerical Orientation Training. During the week of 12 August 1958 there were 38 people in Clerical Orientation.

5. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 12 August were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	13	1
Typewriting	17	6

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